



Community Development Block Grant Program (CDBG)

LAKE COUNTY · PLANNING & COMMUNITY DEVELOPMENT OFFICE

125 E. Erie Street · Painesville, OH 44077
Phone (440) 350-2740 · Fax (440) 350-2606

GRANT APPLICATION REVIEW FORM

Applicant Organization:
Amount Requested:

CATEGORY	TOTAL POSSIBLE POINTS	TOTAL POINTS EARNED
1. Project Information	12	
2. Fair Housing Narrative	4	
3. Statement of Need	8	
4. Project Narrative	24	
5. Goals and Objectives	16	
6. Budget	12	
7. Schedule	4	
8. Overall Assessment	16	
Internal Controls	4	
Past Performance (Points deducted for negative performance)	0	
TOTAL	100	

Each of the above categories contains questions assigned a point value. The point scaled is divided into five columns labeled I, II, III, IV, and V. The applicant's response to each question is evaluated on the criteria below. P&CD staff will award or deduct points based on internal controls and past performance.

- I. Absent: The application does not address the specific question or a response was not provided.
- II. Unsatisfactory: The application does not completely address the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested, or does not adequately support the proposal or the intent of the program.
- III. Satisfactory: The application addresses the question, providing a good understanding of the applicant's intent. Response adequately supports the application and the intent of the program.
- IV. Above Average: The response is above average, providing a clear and detailed understanding of the applicant's intent. The response presented a persuasive argument supporting the application and the intent of the program.
- V. Excellent: The response is outstanding, with clear, detailed and relevant information. The response presented a compelling argument supporting the application and the intent of the program.



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	I	II	III	IV	V
1. Project Information (12 points)	0	1	2	3	4
a. How well do identified outcomes reflect the impact the project will have on its target audience?					
b. To what extent will the applicant be able to contribute to the project in terms of community/agency leverage?					
c. How well does the applicant describe specific data needed to qualify for funding?					
2. Fair Housing Narrative (4 points)	0	1	2	3	4
a. How well does the applicant describe its ability to meet AFFH obligations?					
3. Statement of Need (8 points)	0	1	2	3	4
a. How well does the applicant describe the current needs to be addressed by the project?					
b. How well does the applicant describe the numbers and characteristics of the target beneficiaries?					
4. Project Narrative (24 points)	0	1	2	3	4
a. How well does applicant describe project activities?					
b. How well does applicant describe its ability to keep accurate records?					
c. To what extent will this project impact the community and support overall goals of the community?					
d. To what extent does the applicant obtain community investment through its partnerships or other type of involvement in project development?					
e. How well does the applicant detail who will be responsible for performing project management?					
f. How well does the applicant describe the experience level of the individuals performing project management, speaking to its capacity to complete the project?					



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5. Goals/Objectives (16 points)	0	1	2	3	4
a. How well does applicant describe the overall goals of the project?					
b. How well do project goals align with the strategic plan as outlined in the Consolidated Plan?					
c. Are objectives clearly stated, realistic, and measurable?					
d. Do project objectives support the achievement of the project goals?					
6. Project Budget (12 points)	0	1	2	3	4
a. How well do project estimates explain all costs necessary to support project activities and the achievement of project objectives?					
b. How well do budget line items support the project activities and the achievement of project objectives?					
c. To what extent is funding delivered directly to the beneficiaries versus administrative/operating costs?					
7. Project Schedule (4 points)	0	1	2	3	4
a. How well do project milestones explain all activity necessary to complete the project within the program year?					
8. Overall Assessment (16 points)	0	1	2	3	4
a. How well does this application support the overall intent, goals, and purpose of the CDBG program as it relates to the Consolidated Plan?					
b. How well does the applicant describe its ability to fulfill federal project requirements, i.e. Davis Bacon, Section 3, Procurement, etc.					
c. To what extent does applicant rely on evidence-based research in the project or program design and proposed implementation?					
d. To what extent is applicant able to proceed with the project based on the applicant's level of readiness?					



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Internal Controls (+4 points): Applicant has the ability to manage a federally funded project, as indicated by responses on the application for assistance.	
Past Performance (-4): Applicant has prior history of negative administrative and programmatic performance. <ul style="list-style-type: none">• Did not have capacity to carry out service• Program/Project was not completed during program year• Funds were not expended during program year• Projected outcomes were not accomplished• Reporting requirements were not met• Federal directives were not followed	

TOTAL APPLICATION SCORE (100 Possible)	
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Reviewer Name	
Review Date	

Reviewer Comments: